



Texas Department of Public Safety Intelligence and Counterterrorism Division

P.O. Box 4087 · Austin, TX · 78773-0420
Office: (512) 424-7981 Fax: (512) 424-7418
TXJCIC@dps.texas.gov



Agency Verification Form

I hereby certify that I am a commissioned law enforcement officer or non-commissioned employee of a law enforcement agency bearing the authority and responsibility to collect information for the purposes of criminal investigation, analysis, or prosecution.

*** Indicates Information Is *Required* Before Vetting Can Be Completed**

*Last Name:	*First Name:	*ID Number:	*ID Type:
*Title/Rank:	*Office Phone:	Mobile Phone:	Fax:
*Agency Type:	*Agency:	Agency ORI:	
*Office Address:	*Secure Email: Public Server Accounts (e.g. Gmail, Yahoo, Hotmail) Will Not Be Accepted		
*State:	*County:	*City:	*Zip:

Complete The Following For Verbal Authentication Purposes

You Will Be Asked To Verify Your Identity When Submitting Requests Over The Phone

Prompt-Driven Authentication Codes:

*Unique Code Word:	Pet's Name:	Color of 1 st Car:	High School Mascot:
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Please Provide The Following For A **Supervisor** Who Is Available For Contact Via Email Or Phone

*Last Name:	*First Name:	*Title/Rank:
*Secure Email:	*Office Phone:	

I acknowledge that all queries and requests for information must be for an official law enforcement purpose. Third party dissemination is not allowed except for such purposes, and the ICT must be notified of the dissemination. Failure to comply may violate federal and state law and can be cause for denial of privileges. A copy of the Texas Joint Crime Information Center (i.e.

Texas Fusion Center) Privacy Policy is available at <http://www.dps.texas.gov/docs/txfcprivacypolicy113010.pdf>

*Signature: Electronic Signatures Will Not Be Accepted	*Date:
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TX DPS WATCH CENTER USE ONLY

Date Vetting Received:	Validation Received By:
Vetting Received By:	Method of Validation:
Vetting Entered By:	Date Vetting Completed:
RFS Pending: Yes No	Vetting Completed By:
Validation Sent By:	Vetting Notification Made:



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Recipient Responsibilities

Regarding Information Distributed By The Texas JCIC

Information obtained by the Texas Joint Crime Information Center (JCIC) over the Texas Law Enforcement Telecommunications System (TLETS), including TCIC and NCIC, may only be disseminated to criminal justice agencies as defined in State Statute and Federal Regulations. Secondary dissemination by those recipient agencies is permissible when authorized for a specific purpose by state and federal laws.

Recipients of data obtained by the Texas JCIC through the Texas Workforce Commission (TWC) must be in compliance with the following requirements of 20 C.F.R. § 603.9.

- Recipient may use the disclosed information only for authorized law enforcement purposes.
- Recipient stores the disclosed TWC information in a place physically secure from access by unauthorized persons.
- Recipient stores and processes disclosed TWC information maintained in electronic format, such as magnetic tapes or discs, in such a way that unauthorized persons cannot obtain the TWC Information by any means.
- Recipient undertakes precautions to ensure that only authorized personnel are given access to disclosed TWC information stored in computer systems.
- Recipient has instructed all personnel having access to the disclosed TWC information about confidentiality requirements, the requirements of 20 C.F.R. § 603.9, and the sanctions specified in State law for unauthorized disclosure. (Each violation is a Class A Misdemeanor, punishable by a fine of \$4,000, a year in jail, or both).
- Recipient adheres to confidentiality requirements and procedures that are consistent with 20C.F.R. § 603.9 and reports any infraction of these requirements and procedures to DPS fully and promptly.
- Recipient disposes of disclosed TWC information, and any copies thereof made by recipient, after the purpose for which the TWC information was disclosed is served, as required by court order, or as instructed by their agency's Records Retention Schedule.
- Recipient ensures that the disclosed TWC information is not retained with personal identifiers for longer than such period of time as their agency's Records Retention Schedule allows.
- Recipient maintains a system sufficient to allow an audit of compliance with the requirements of 20 C.F.R. § 603.9.